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14 June 1971

MEMORANDUM FOR: Chief, Special Contract and Procurement Branch, OEL

SUBJECT : Contracting Procedures within DD/S&T

1. Quite recently a memorandum went forward from Mr. Duckett to all Offices in the DD/S&T except SPS. Each Office was asked to set forth Office procedures employed for external contracts, that is to say, the selection and evaluation process for such contracts. A set of OSI procedures was used as an example of the utilization of a panel to review the proposed contractual actions of project officers.

2. Those procedures have all been received and are available for your review. A summary of these procedures was prepared for Dr. Steininger and Mr. Duckett. One set of the procedures is on file in the Office of the Chief, Procurement Management Staff, DD/S&T and one set has been retained by Registry, DD/S&T.

3. In nearly every case the Offices had established panels or other similar means of reviewing planned actions by project officers. In nearly all cases the team contracting officer was an advisory member of the panel. Two exceptions were noted, FMSAC and OCS, where no provision appeared for early participation by the Chief or members of SC&PB/OEL.

4. I urge you to enter into discussions with these two Offices to arrange for some simple procedure that will permit either you or members of your team to participate more actively in early planning in these two Offices, particularly where a panel either ad hoc or permanent is established to review potential contractors or to evaluate proposals. You should arrange for advisory membership on each panel for yourself or members of your staff.



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Chief

Procurement Management Staff, DDS&T

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